

Court: _____

DISBURSEMENTS JOURNAL*
Fiscal Year - July 1, 2004 through June 30, 2005

Disbursement No.	Date Issued	Vendor/Payee	Amount	Description	Approved	Check Number
5-0001						
5-0002						
5-0003						
5-0004						
5-0005						
5-0006						
5-0007						
5-0008						
5-0009						
5-0010						
5-0011						
5-0012						
5-0013						
5-0014						
5-0015						
5-0016						
5-0017						
5-0018						

*The Disbursements Journal is used to record all court disbursements. The journal is completed manually by the person that prepares the disbursement requests. A second person authorizes the disbursement by reviewing the disbursement request, supporting documentation, and Disbursements Journal. The authorizing person then signs the disbursement request to indicate that the payment is valid and places his/her initials in the "Approved" column on the journal. This person should also review the Disbursements Journal periodically to ensure that: 1) a check was issued for all court disbursements listed on the journal, and 2) actual checks issued per the local government ledger were valid per the court's disbursements journal. During this review, the check number for the actual checks issued should be recorded in the "Check Number" column. In addition, the general ledger and the monthly bank statement need to be reconciled by a person who does not have responsibility to receipt and/or deposit cash and check receipts, process/record disbursements, or issue/mail checks.